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MEMORANDUM FOR THE RECORD

26 May 1953

TO: Acting Chief, Logistics

1. A letter addressed to the Administrator of General Services, confirming verbal arrangements, was prepared in this Office for Mr. Meloon's signature on 19 March 1953.

25X1A9a 2. Mr. [REDACTED], then of the Administrative Staff, Office of Logistics, indicated that Mr. Meloon would prefer to write a confirming letter at the end of the detail. In accordance with this indication, a second letter was prepared in this Office dated 13 April 1953 which confirmed the detail from 5 March through 7 April 1953. This second letter was returned to this Office by Administrative Staff (because of date appearing on letter) for rewriting which was accomplished on 22 April 1953.

3. As indicated on Mr. Meloon's memorandum, he did not sign the letter until 5 May 1953.

25X1A9a 4. This matter has been discussed with Mr. [REDACTED] of the Personnel Director's Office and they agreed that their Office was conscious of arrangements for the reimbursable detail (letter of 19 March 1953) prior to "three weeks after completion of detail."

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